



# San Joaquin Pygmy Goat Association By-Laws

## **ARTICLE I - NAME/PURPOSE**

1. The name of this organization, a non-profit corporation, organized and existing under the laws of the state of California will be known as SAN JOAQUIN PYGMY GOAT ASSOCIATION.
2. The Executive Committee is hereby granted full power and authority to determine the location of the principal office for the transaction of business for this non- profit corporation.
3. The purpose for which this non-profit corporation is formed: Provide youth and the community access to the Pygmy breed and bring forth opportunities that are not available via other venues. Promote the Pygmy Goat breed and to educate the youth, public and membership about the Pygmy Goat breed and its standards to San Joaquin Valley residents and surrounding areas.

## **ARTICLE II - MEMBERSHIP**

1. The membership of this non-profit corporation, hereinafter referred to as the San Joaquin Pygmy Goat Association, shall consist of individuals or families who, have completed the membership application, paid dues and signed to adhere by the San Joaquin Pygmy Goat Associations "Code of Conduct."
2. Individuals and families may complete an application for membership regardless of whether they are current pygmy owners. Membership will be based on approvals of the Executive Committee to ensure inclusive and equitable membership that adheres to positivity and ethical practices.
3. Each individual applicant is entitled to one (1) vote and will pay annual dues in the amount of \$25.00. Each family applicant (Children under 18 in the fiscal year) is entitled to two (2) votes and will pay annual fees in the amount of \$30.00. Annual dues will be due and payable on January 1<sup>st</sup> of each year, for the period of January 1<sup>st</sup> through December 31<sup>st</sup>.

4. A member's membership will be considered as expired and automatically terminated if such member's dues remain unpaid by January 31<sup>st</sup> of the current year. If a membership lapses you are considered a new member upon payment of membership dues and must refer to membership articles.
5. Any individual attempting to harm (verbally or otherwise) the Association, members or its membership shall have their membership revoked by a majority vote of the Executive Committee.
6. Members (new or existing) must be an active member of the association to vote.
7. New Members must have been a member of the Association for 6 months (180 days) to vote.
8. Members must have attended 50% of meetings held in twelve (12) months to vote.
9. Members must attend any meeting whereas a vote is held for members for their vote to be tallied and counted. Voting members must be present at meeting.
10. Any person/household interested in the purpose of this Association is eligible for membership. The San Joaquin Pygmy Goat Association prohibits discrimination, harassment (including sexual harassment), intimidation, and bullying based on actual or perceived race, color, ethnicity, national origin, ancestry, age, religious creed, religion, political belief or affiliation, gender, gender identity, gender expression, mental or physical disability, sex, sexual orientation, marital status, pregnancy or parental status, medical condition, military and veteran status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis.
11. Any member may be reprimanded for any action that is deemed unethical or detrimental to the proper function and purpose of this Association by a majority vote of the Executive Committee, which may include removal from the Association. Any reprimand or removal would require diligent investigation by the Executive Committee to ensure the individual being investigated would have an opportunity to respond to all allegations brought against them.
12. A member's membership will be considered suspended if any outstanding debt is incurred. Once the debt has been cleared, members will have the membership returned to active status if current dues are or have been paid prior to suspension.

## ARTICLE III - MEETINGS

1. Meetings of the Association or its Executive Committee may be called by the President, Vice President or by a majority vote of the Executive Committee. Such meetings shall be held at a place (in person or conference call), date and hour as may be designated by the initiator(s). Written notice of any such meetings shall be furnished to all members by either the Secretary, President, or Vice President at least ten (10) days prior to such meeting (Meetings can be called on a shorter notice as needed by the President).
2. Notice of agenda items requiring membership voting must be submitted to membership at least ten (10) days before the next regularly scheduled meeting.. The published ten (10) day notice requirement can be bypassed by majority vote should the Executive Committee decide that emergency action is required by the membership.

## ARTICLE IV - OFFICERS

1. The officers of San Joaquin Pygmy Goat Association shall consist of the President, Vice President, Secretary, Treasurer, Membership Director, Youth Director/Directors and Website Administrator. These six (6) officers shall be collectively known as the Executive Committee.
2. A vacancy in the office of President shall be filled automatically by the Vice President. A vacancy in any other office shall be filled by appointment by the President for the unexpired term.
3. **Duties of Officers:**
  - a. **President** - The President shall be the Chief Board Officer of the Association, and shall, subject to the control of the Executive Committee, have general supervision, direction, and control of the business of the Association. Serve as the spokesperson for the nonprofit, such as when conversing with media outlets or businesses. The President shall preside at all meetings of the members and of the Executive Committee. The President shall appoint all committees and shall be an ex-officio member of all committees.
  - b. **Vice President** - The Vice President shall act as presiding Chief Board Officer of the Association in the absence or request of the President. The Vice President shall be ex-officio member and reside over all committees. Ensure all San Joaquin Pygmy Goat Association documents are current. Compile any proposals/provide recommendations. The Vice President shall perform such other duties as assigned by either the President or the Executive Committee by majority vote.

- c. **Secretary** - The Secretary shall be a club member in good standing for the duration of their term. Shall record and keep the minutes of the proceedings of all meetings of the Association, whether membership or Board Committee meetings. Provide minutes to membership for approval. Shall have authority to decide as to how minutes will be provided for approval (via email or meeting). Assist President or Vice President with other duties as requested or by a majority vote of the Executive Committee.
- d. **Treasurer** - The Treasurer shall be a club member in good standing for the duration of their term. Treasurer shall receive, receipt for, and keep account of receipts, monies or other credits coming to or belonging to the Association; shall keep regular, full and true accounts of all receipts and disbursements; provide report to membership meeting and Executive Committee upon request. The Treasurer shall perform such other duties in connection with the administration of the financial affairs of the Association as the President or the Executive Committee shall assign. Prepare tax documents and filings to be submitted to the Executive Committee for approval. All paperwork or filings prepared for submission must be approved by the Executive Committee prior to being submitted to any Federal, State, or Local Government agency.
- e. **Membership Director** - The Membership Director shall be a club member in good standing for the duration of their term. Shall keep an update membership list. Shall be responsible for receiving all membership dues and forms. Shall be responsible for making all deposits of membership dues. Shall supply an up to date, current, and complete membership report at the association meetings.
- f. **Youth Director** - The Youth Director shall be a club member in good standing for the duration of their term. Shall be responsible for coordinating youth activities, including High Point Showmanship forms and keeping track of the results. Coordinate youth events. Determine prizes and awards for youth shows. Organize end of the year awards and scholarships.
- g. **Website/Media Administrator** - The Website Administrator shall be a club member in good standing for the duration of their term. Create pages and sections that promote/educate potential members and current membership. Conduct performance measures. Review and update website to ensure positive end user experience. Maintain all media. Update website/social media with new information, show schedules and results. Implement security measures, and review SEO for visibility. Maintain, manage, or distribute the Associations email.

4. Bi-Annually in January, and at any other time upon the occasion of a change in the Office of Treasurer, an audit of the financial records of the Association will be conducted, including but not limited to records of receipts and disbursements, bank records, and all supporting documentation. The audit will be conducted by an Audit Committee, consisting of the President, Treasurer, and two association members/officers in good standing. The President will appoint those two association members and will report the results of the audit to the membership at its next regular meeting.
5. All funds/monies of the Association shall be kept in selected bank or other depositories as the Executive Committee from time to time may direct or approve. The Executive Committee has authority to reject or approve monies to be held at shows, all funds shall be kept in a secured locked container and is the responsibility of the show chair/chairs.

## **Article V – OTHER CLUB OFFICIALS (Can hold other officer positions)**

1. Show Chairs (will consist of 2 to 3 members of San Joaquin Pygmy Goat Association)
  - Shall preside over designated club goat show with duties including:
  - Assigns pens at shows (when necessary).
  - Checks in exhibitors.
  - Records class and champion placings.
  - Submits results to MEMO, and to the club Webmaster.
  - Changes regarding judges/show must be authorized by the Executive Committee.
2. Fundraising Coordinator
  - Managing events to raise money for the Association.
  - Identify potential donors who can contribute funds or have access to other potential donors.
  - Maintain donor records to ensure that all donations are recorded accurately.
  - Prepare reports on donor activity for Executive Committee and members.

## **ARTICLE VI – FUNDS**

1. All funds shall be deposited to the account of the San Joaquin Pygmy Goat Association and shall be disbursed as needed for the expenses and activities so voted by the membership.
2. All checks and cash withdrawals from the account shall be approved by majority vote of the Executive Committee. All checks written will require two signatures, signatories will be two different Executive Committee members.
3. \$200.00 maximum for Treasurer; Executive Committee to authorize any amount in excess of \$200.00 (nonstandard show expenses).
4. To be eligible to enter any San Joaquin Pygmy Goat Association events all outstanding debts/fees must be paid in full by certified monies prior to entry being accepted.
5. All bank fees incurred by San Joaquin Pygmy Goat Association due to insufficient funds, bounced checks, stopped payments, etc. will be paid by the member/exhibitor responsible for the incurred costs. In addition, the said member/exhibitor will be unable to enter a San Joaquin Pygmy Goat Association show until all outstanding debt/fees have been paid in full via cash, certified check, Venmo or PayPal.

## **ARTICLE VII – LIABILITY**

Club members agree not to hold the San Joaquin Pygmy Goat Association, the members, or the Executive officers liable for any loss or injury of any kind while participating in any club functions or conducting any club business. As a member you agree to the Bylaws and Code of Conduct.

Club members are responsible for behavior that adheres to the San Joaquin Pygmy Association by laws and code of conduct. The Association or its members will not be held responsible for another members' actions.

## **ARTICLE VIII- DISSOLUTION**

1. The Association may be dissolved at any time by the written consent of not less than 2/3 of the voting members of the Association. In the event of dissolution, none of the property, proceeds or assets of the Association shall be distributed to any members of the Association, but, after payment of the debts of the Association, its

- property and assets shall be transferred to an affiliated club as voted on and approved by the Board Committee or the National Pygmy Goat Association and be used as its Board of Directors may deem fit and necessary.
2. The President or Vice President will notify the NPGA Business Office and the affiliated Club Coordinator once majority vote has been made to dissolve the San Joaquin Pygmy Goat Association.
  3. All current members will be reimbursed dues for the current year if member dues are current once it has been determined by majority vote of the members to dissolve the Association.

## **ARTICLE IX – MISCELLANEOUS**

1. “Roberts Rules of Order” shall serve as a general guide for all meetings and business transactions not otherwise specified in these Bylaws. Please see definition of “general guide” as all items are at the discretion of a vote by the majority of the Executive Committee.
2. These Bylaws may be amended by a majority vote of the members present at any membership meeting. Notice of any proposed change must be furnished to all members of the Association by the Secretary at least five (5) days prior to any such meeting.
3. Major changes regarding judges and show must be authorized by the Executive Committee.
4. The Executive Committee, members and guests WILL NOT be under the influence of alcohol or illegal drugs during show times. This includes Fairs where SJPGA youth are present.
5. The Executive Committee has full authority to remove any unruly members or guests not adhering to the standards that are set forth in the Bylaws and/or Code of Conduct at any and all events.